

OVERSIGHT COMMITTEE ON PUBLIC RECORDS MEETING MINUTES

Regular Meeting August 21, 2019

19-08-21-1

CALL TO ORDER

A regular meeting of the Oversight Committee on Public Records was held on Wednesday, August 21, 2019. The meeting was called to order by Chairman Tammy Glickman, Designee for Lesley Crane, Commissioner, Department of Administration, at 10:00a.m., Conference Room 12, Indiana Government Center South – First Floor.

Members present constituting a quorum: Jerry Bonnet, Designee for Connie Lawson, Secretary of State; Cynthia Carrasco, Governor's Designee; Chandler Lighty, Executive Director, Indiana Archives and Records Administration; Graig Lubsen, Designee for Dewand Neely, Chief Information Officer, Office of Technology; Jay Phelps, County Clerk/Bartholomew County; Jacob Speer, Director, Indiana State Library; Scott Uecker, professional journalist/lay member.

Members absent: Luke Britt, Public Access Counselor; Tamara Hemmerlein, lay member; Doug Kowalski, Designee for Paul Joyce, State Examiner, State Board of Accounts.

Guests: Antonio Lipscomb, Minority Construction Coalition; Kris Cundiff, Deputy Public Access Counselor; Kaitlyn Holmecki, Public Access Counselor assistant; Justin McAdam, Office of Management and Budget; Jim Ehrenberg, Office of Technology; Bob Clarke, Office of Technology; Riley Delton, Governor's Office.

IARA staff in attendance: Marilyn Fernandez, Deputy Director; Kim Hagerty, Director/Digitization & Micrographic Services; Imelda Gonzalez, County and Local Government Records Management; Beverly Stiers, County and Local Government Records Management; Amy Robinson, Records Management.

19-08-21-2

NEXT MEETING

The next meeting will be held Wednesday, September 18, 2019 at 10:00a.m., Conference Room 12, Indiana Government Center, First Floor.

19-08-21-3

PREVIOUS MEETING

A motion was made by Cynthia Carrasco, seconded by Graig Lubsen, to approve the minutes of the July 24, 2019 meeting. Motion carried.

19-08-21-4

DIRECTOR'S REPORT

Chandler Lighty, submitted the Director's Report previously distributed to the OCPD Committee for review. The report includes a narrative from Claire Horton/Archives, Marilyn Fernandez,

Records Management and Kim Hagerty/Digitization & Micrographics highlighting the points from the various divisions.

19-8-21-5

NEW BUSINESS

1. Discussion of proposed IOT policy re: deletion of terminated employees H-drive (home drive): A copy of the summary along with a copy of the proposed IOT policy were distributed to the Committee for review prior to the meeting. Following the August 9 email notice of an IOT plan to deactivate terminated employees H-drives after 30 days, IARA entered into discussions with IOT to express concerns this 30- day policy did not allow sufficient time for a supervisor to review the contents of the H-drive to determine what (if any) records that needed retained were stored on a terminated employee's H-drive. IOT representatives, Bob Clarke and Jim Ehrenberg, shared IOT's concerns with the amount of data storage and the escalating costs associated with storing this data for three years as is the current practice. In some instances, this same data may be stored in multiple locations (e.g. copied to a supervisor's H-drive, or copied to an agency's networked drives, thereby creating escalating costs that could be easily eliminated helping to conserve the State's financial resources. Following the conversation between IARA and IOT, IOT agreed to give supervisors 90 days to review the home drives of terminated employees. IOT has a policy out for review to this effect.

Following questions and discussion from members of the Committee, IARA will proceed with developing more effective records management trainings and distribution of good management policies surrounding use of State employee's electronic resources. A partnership between IARA and IOT will facilitate making this information readily available to all State employees, especially for management review.

At the present time this is not an action item for OCPD. The Committee is open to discussion if at any future time a need for OCPD policy becomes evident in this matter.

2.-3. Deactivation of Indiana Prosecuting Attorneys Council retention schedule and deactivation of County Prosecutor retention schedule: Pursuant to a letter from the Indiana Prosecuting Attorneys Council requesting deactivation of these schedules as this falls under the judicial purview, the Archives and Records Administration will proceed with deactivation of these schedules along with the record series contained therein. This is presented as a point of interest for the OCPD Committee and no vote is required by OCPD.

4. Discussion of confidential records-medical records will be tabled to the next OCPD meeting due to time constraints.

19-08-21-6

AGENCY REQUESTS – RECORDS RETENTION AND DISPOSITION SCHEDULES

The Oversight Committee on Public Records took the following actions regarding retention and disposition schedules:

1. **FAMILY and SOCIAL SERVICE ADMINISTRATION/Early Childhood and Out-of-School Learning**
A motion was made by Cynthia Carrasco, seconded by Jacob Speer to adopt Schedule 1.
Motion carried.

2. **FAMILY and SOCIAL SERVICE ADMINISTRATION/General Counsel**
A motion was made by Jerry Bonnet, seconded by Cynthia Carrasco to adopt Schedule 2.
Motion carried.

3. **FAMILY and SOCIAL SERVICE ADMINISTRATION/Mental Health**
A motion was made by Cynthia Carrasco, seconded by Graig Lubsen to adopt Schedule 3.
Motion carried.

4. **DEPARTMENT OF HEALTH/Children with Special Health Care Needs**
A motion was made by Cynthia Carrasco, seconded by Scott Uecker to adopt Schedule 4.
Motion carried.

19-08-21-7

OLD BUSINESS

1. Tammy Glickman- No update to report at this time. She will report back with a final disposition of the Readoption of rules under IC 4-22-2.5 at the September OCPR meeting.
2. Luke Britt – Discussion of retention of subsequent revisions of prior versions of databases, registries and other types of records is moved to September OCPR when Luke Brill can be in attendance.

19-08-21-8

ADJOURNMENT

There being no further business before the Committee, a motion was made by Graig Lubsen, seconded by Cynthia Carrasco to adjourn the meeting at 10:57a.m.